

IMPORTANT INFORMATION FOR EMPLOYEES NOTIFIED OF RIF

The following is important information to be communicated by HR Administrators to employees who have been identified for a Reduction-in-Force (RIF).

REEMPLOYMENT RIGHTS – Once you receive your official written RIF notice, you should contact Rossie Conklin, Department of Human Resources Recruitment Services Director at 802-828-1509 as soon as possible to set your parameters for reemployment. Setting of parameters includes determining what locations, pay grade, job classes and departments you will consider for reemployment. When your parameters are set, the Recruitment Division will notify you of any job vacancies that meet those parameters. Your reemployment rights will last for two years, or until you refuse three offers of reemployment that met your parameters.

LEAVE BALANCES – Following is information regarding how the RIF affects your leave balances.

Annual Leave –

- You may have your leave paid off at the time of separation, up to 160 hours (20 days).
- You also have the option to bank up to 80 hours (10 days) for four months after the date of separation.
- If you are not reemployed within four months, your banked annual leave will be paid to you.
- If you are reemployed, any unused and unpaid annual leave balance will be restored.

Sick Leave –

- Your sick leave balance will not be paid to you.
- If you are reemployed under the reemployment provisions of the collective bargaining agreement, your sick leave balance will be restored.

INSURANCE BENEFITS – You should contact Jerry Fry, 802-828-3455, or Ann Carver, 802-828-0648, Department of Human Resources Employee Benefits Division, regarding questions about your Health, Dental and Life Insurance benefits.

Health Insurance –

- Your health insurance coverage will cease unless you take action before the close of the pay period in which you are separated.
- You may stay in the medical plan for two years after separation.
- You must pay the 20% premium for the first six pay periods.
- After the first six pay periods you must pay the full 100% premium.
- If you become reemployed, you may rejoin the medical plan, however, you must complete the necessary paperwork immediately upon reemployment to become enrolled in the plan.

Dental Insurance –

- Your dental insurance will stop at the end of the fourth pay period after the date of separation. COBRA is available to you.
- If you become reemployed, you may rejoin the dental plan, however, you must complete the necessary paperwork immediately upon reemployment.

Life Insurance –

- If you have life insurance, your benefits will end at the close of the last pay period that you worked.
- If you become reemployed, you may rejoin the life insurance plan, however, you must complete the necessary paperwork immediately upon reemployment.

OTHER INFORMATION – Following is additional information that may be helpful to you.**Green Mountain Care --**

- For information regarding insurance programs for the uninsured, contact Green Mountain care by calling 1-800-250-8427 or visit their website at <http://www.greenmountaincare.org/>.

Employee Assistance Program (EAP) --

- EAP counselors are available to assist you during this transition by calling 1-888-834-2830.

Retirement –

- You should contact the State of Vermont Retirement Office at 802-828-2305 to discuss potential retirement options.

Vermont Department of Labor –

- You should contact the Vermont Department of Labor at 1-877-214-3330 to inquire about your eligibility for Unemployment Compensation.

RIF Q & A –

- Additional questions and answers regarding RIF may be found on the Department of Human Resources web site at <http://www.vermontpersonnel.org>.